

**CONFIDENTIAL**

13 March 1956

MEMORANDUM FOR: Chief, Basic School

SUBJECT: Week of 6-13 March 1956

1. Basic Supervision. Basic Supervision #17 began on 12 March with 16 students, GS 12-14. This Supervision course covers the same grade levels as the Basic Management course, but is different from Basic Management in that it places emphasis on the person-to-person dealings of the high level professional who functions part of his time as a supervisor.

Basic Supervision #16, GS 9-11, is still in session this week. [redacted] having completed his Basic Management course on Friday, 9 March, is carrying this Supervision course through the second week.

2. Basic Management. Basic Management #22 was completed on 9 March for 17 students, GS 13-15.

3. Management Conference. Formal reports by the OSI, OCR, and senior ORR participants in the Management Conference have not yet been written, but a number of favorable comments have been made. The AD/SI, acting on the recommendation of [redacted] OSI participant in the Conference, is planning an OSI Conference for AD and Area and Division chiefs this spring. Including a representative of DDI's office and one each from ORR and OCR, this would make a group of about 15 people. OSI has informally asked Management Training to consider presenting such a program the week of 14 May. We are making no commitments pending discussion with Operations School of the capability for accommodating this group on these dates.

4. American Society for Public Administration. [redacted] and [redacted] attended several of the work sessions of the American Society for Public Administration. Some of the sessions which should have been of most value proved disappointing, notably panel discussions of "Decision Making in Large Organizations," and "Effective Use of Staff in Large Organizations." These were ineffective mainly because they were not based on research or on organized analysis. Some information of specific use in Management Training was reported on the control of leadership situations, particularly the manipulation of the environment of an entire group in such a way that the prestige of the natural leader is decreased or increased predictably. The final session on Saturday, dealing with prestige in the public service, reported research results which indicate that between 1929 and 1956 a very gradual long term rise may have been taking place in the prestige of the public employment.

Chief, Management Training

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